

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO.

C-566-5

PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Howard County
Department of Public WorksBureau of Engineering
Roads, Bridges & Storm Drain Div.

AGENCY

DIVISION

| Item No. | Description | Retention |
|----------|---|--|
| 1. | <p>Project File to include:</p> <p>A. Maps - Project Location Maps, hydrology models showing ultimate inflows and outflows, Topographic Survey Maps.</p> <p>Drawings - Drawings of proposed facilities/road, extensions in existing areas.</p> <p>B. Bidders' Package will contain bidder information, proposal forms, specifications to be followed by bidder in constructing facility, signed contract between Contractor and Howard County and/or Engineering Agreement with Consultant, and the Performance Bond of Contractor.</p> <p>1. Contract Specs/Plans Specifications consist of data complementary to architectural and engineering drawings. This file contains record copy for each project administered and supervised by the Bureau of Engineering.</p> <p>C. Correspondence</p> <p>1. Progress Reports from consultant.</p> <p>2. Misc. correspondence between Project Engineer and Consultant/Contractor requesting certain items/information. Correspondence between C&P and BG&E re. effect of construction on facilities.</p> | <p>Retain one (1) official copy until project completion; then destroy</p> <p>Retain one (1) official copy until project completion, then destroy</p> <p>Retain for three (3) years after Project close-out (formal acceptance); then destroy</p> <p>Permanently</p> <p>Destroy three years after closed out (formal acceptance).</p> <p>Destroy when all parties are satisfied that activity has been completed</p> |

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission

8-14-86

Date

Burl Rogers Ch./Adm. Svcs.

Signature

Title

9/19/86

Date

Edward C. [Signature]

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-566-5

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| Item | Description | Retention |
|------|--|--|
| 1. | <p>C. <u>Correspondence</u> (continued)</p> <p>3. Feasibility Studies.</p> <p>4. Comments from other agencies re. project.</p> | <p>Destroy when recommendation implemented/not implemented</p> <p>Destroy when final action is taken on comments</p> |